

# Annual Audit and Collections Report (CY 2011)

## Insurance Companies

### Data Reporting Instructions

#### Electronic Reporting Instructions for the Annual Audit and Collections Report

## File Content Format

<u>Field Number</u>	<u>Report Field Name</u>
Field 1	Reporting Insurance Company Name
Field 2	Insurance Company NAIC Number
Field 3	Insurance Company NAIC Group Number
Field 4	Year Covered by Report (i.e. 2011)
Field 5	Insurance Company's Policy Number
Field 6	Insured Company's Name
Field 7	Insured Company's Street Address
Field 8	Insured Company's City
Field 9	Insured Company's State
Field 10	Insured Company's Zip Code
Field 11	Insured Company's Federal Employers ID Number
Field 12	Insured Company's SIC Number
Field 13	Policy Effective Date (YYYY/MM/DD)
Field 14	Transaction Code (Issuance, Endorsement, Retro Transaction, Audit, Cancellation etc.)
Field 15	Type of Policy (Deductible, Retro, Coal, Standard etc)
Field 16	Accounting Date Of Each Transaction (YYYY/MM/DD)
Field 17	Direct Written Premium Reported to NAIC
Field 18	Premium Reported to KWCFC
Field 19	Reconciling Entry (NAIC – KWCFC)
Field 20	Deductible Credit
Field 21	Deductible Policy Schedule Rating Adjustment
Field 22	Coal Premium
Field 23	All Employers Special Fund Assessment
Field 24	Additional Assessment for Coal

Note: For the Annual Audit and Collection Report, 24 fields should be provided for each 2011 policy transaction. Fields can be up to 128 characters in length.

## File Format

The most preferred methods for saving the data are listed in order of acceptance below:

1. Files saved in Microsoft Excel through version 2003.
2. ASCII text delimited files using a semicolon (;) as a field separator and a carriage return to indicate the end of the record.

### ASCII Text Report Example

ABC Ins Co;12345;1234;2011;123456789;XYZ Inc;123 Main St;Anytown;KY;54321;  
12-345678;1222;2011/01/01;Endorsement;Deductible;2011/01/01;800.00;800.00;0;0;0;0;72.00;0<CR>

Data should be sent on CD or DVD and placed in a protective Disk Mailer. Be sure to include your Name, Company Name and Phone Number on the Disk.

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If any technical questions should arise, or if you need further instructions, please contact Gordon Stammel at (502) 573-3505, extension 228 or email to [Gordon.Stammel@ky.gov](mailto:Gordon.Stammel@ky.gov)